



Organization of the Institutional Self Evaluation Process



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The institution should explain, either in narrative or chart form, how it organized the self evaluation process, the individuals who were involved, and what their responsibilities were.

Citrus College manifests its commitment to institutional excellence and effectiveness by making accreditation self evaluation an ongoing endeavor. At the institutional level, the self evaluation process is cochaired by the accreditation liaison officer (ALO) and a faculty member. Rounding out the leadership of continuous self evaluation, the administrative assistant to the ALO provides crucial staff support and coordination.

Citrus College kicked off Accreditation 2015, its process for completing the current Self Evaluation, in fall 2013 by forming 11 teams, each team in charge of drafting key sections of the institutional report. Each writing team was led by co-leads, one from management and the others from faculty. A member of the Board of Trustees attended Accreditation Committee meetings and consulted with the ALO frequently. Teams included representatives of management, faculty, supervisor/confidential employees, classified employees, and students. Nearly 120 employees participated on the 11 standards teams. These teams studied the relevant content of the 2009 Institutional Self Study in Support of Reaffirmation of Accreditation, the Commission's action letter and Evaluation Report, the 2011 Follow-up Report, the 2012 Midterm report, and annual reports to the Commission. Teams studied institutional documents, conducted interviews, and

vetted drafts of their reports with fellow team members. Collectively, committees estimate that they conducted more than 200 interviews in their research work. The Interim Executive Dean coordinated the review of compliance with eligibility criteria, the history of the college, and review of prior recommendations and improvement plans.

In addition to traditional committee meetings, the Accreditation 2015 committee and its teams met and worked online through SharePoint on the Citrus College intranet. In this in-house electronic forum, team members reviewed documents, observed the workings of various college committees and task forces, and posted and commented on drafts.

In fall 2014, following the initial process of reviewing documents, analyzing data, and interviewing key individuals and groups, co-leads and their teams conducted a "gap analysis," identifying potential gaps between Standards and College procedures and practices. These possible gaps were vetted with the full Accreditation 2015 committee.

Collectively, the committee identified one of three possible responses: (1) Current information or explanation indicated no true gap existed; (2) Certain actions could be taken immediately to resolve a concern, or close a gap; (3) The concern was

adopted as an actionable improvement plan.

In fall 2014, co-leads submitted initial drafts of their self evaluations. The accreditation cochairs read these drafts and met with each set of co-leads to verify content, probe assumptions, and consider evidence. Co-leads consulted their teams and submitted revised drafts at the end of the fall 2014 semester.

Accreditation cochairs reported regularly to the Board of Trustees, the Academic Senate, the Steering Committee, and the Institutional Effectiveness Committee among other committees and groups. Additionally, the cochairs conducted [public forums and reports](#)¹ to the board of

trustees in fall 2012, fall 2013, spring and fall 2014, and spring 2015.

With the Accreditation 2015 public forum in March 2015, Citrus College made public the initial draft of the Self Evaluation. The college posted the report and invited comments via a dedicated email address. The process of editing the report continued through spring 2015, and the report was reviewed by the Steering Committee on April 27, 2015, and on May 11, 2015. The Board of Trustees formally reviewed the Self Evaluation on June 16, 2015 and July 21, 2015 prior to its submission to the Commission in August 2015.

The table below identifies the members of Accreditation 2015 Committee and the constituent categories they represent.



Accreditation 2015 Committee Structure

Cochairs: Arvid Spor (ALO) and Roberta Eisel (Faculty)					
Standard	Manager	Faculty	Supv/Confid	Classified	Student
1A Mission	Sam Lee Paula Green	Gina Hogan Senya Lubisich Alfie Swan Brian Waddington	Ann Heming	Mike Ramos Diana Gill Cathy Day	Mariana Vega Michael Tejada
1B Improving Institutional Effectiveness	Lan Hao Jim McClain	Jack Call Alfie Swan	Eric Magallon	Cathy Day	Tyler Hernandez
2A Instructional Programs	Dana Hester Jim Lancaster Robert Slack	Dave Kary Ann Everett Victoria Dominguez Gino Munoz Rich Ghidella Michelle Plug-Gordin	Lari Kirby	Gayle Allen Mike Ramos	Michael Tejada

Standard	Manager	Faculty	Supv/Confid	Classified	Student
2B Student Support Svcs	Lucinda Over Sara Gonzales-Tapia	Rebecca Rudd Kristie Shimokawa Michelle Plug-Gordin	Joanne Hinojosa Adrienne Thompson Gerald Sequeira	Olivia Canales	Alejandra Morales Sara Acevedo
2C Library and Learning Support Svcs	Eric Rabitoy	Sarah Bosler Lanette Granger Vivian Linderman	Debbie Vanschoelandt	Karen Praeger	Daren Nguyen Farihah Chowdhury
3A Human Resources	Robert Sammis Brenda Fink	Anna Villeneuve Carsten Dau	Dan Vilter	Kai Wattree	Marilyn Meza
3B Physical Resources	Fred Diamond Bob Iverson Claudette Dain Jody Wise Martha McDonald	Maria Morrish Shauna Bigby Michelle Hernandez Dave Brown	Trip Horton Leigh Buchwald Jeff Eichler Eric Guzman Ben Macias Eric Magallon Judy Rojas	Phil Hawkins Jim Pierce	Daren Nguyen Sabrina Rentschler
3C Technological Resources	Linda Welz Gerald Sequeira	Bev Van Citters (Dave Kary) (Sarah Bosler) Tim Durfield Gerhard Peters Cecil Brower	Lari Kirby Leigh Buchwald Mike Caudle	Robert Cou tts Joyce Miyabe Laks Floriano Terry Adams Sean Osborn Fe Lopez	Barry Lambert
3D Financial Resources	Rosalinda Buchwald Jody Wise Claudette Dain Martha McDonald Linda Welz Lan Hao Arvid Spor	Dennis Korn Lisa Villa	Carol Cone Eric Magallon Eric Guzman Rocky Reynolds Judy Rojas	Millie Franco Olivia Canales	Carlos DeLaTorre Jonathan Carmona Sara Acevedo
4A Decision Making Roles Processes	Martha McDonald Maureen Renaghan	Lisa Villa Esmeralda Medrano Eric Odegaard Paul Swatzel	Eric Magallon Marilyn Grinsdale Kristina Hannon	Cathy Napoli Jackie Vazquez	Alejandra Morales Tyler Hernandez
4B Board and Administrative Organization	Arvid Spor Carol Thomas Sue Keith	John Vaughan Doug Austin	Marilyn Grinsdale	Tonya Ryan	Mariana Vega Farihah Chowdhury

**ACCREDITATION SELF EVALUATION TIMELINE
2012-2016**

	FALL	WINTER	SPRING	SUMMER		
2012	Submitted Mid-Term Report		Feb. 11 - Mid-Term Report accepted		2013	
			Mar. 15 – Training			
			Mar. 31 – Annual Report Due			
			Identify committee structure and members	Define data needs		
2013	Campus Community Forum		Monthly meetings	ALO's periodic meetings and analysis	2014	
			Continue research, interviews, data collection, and analysis			
	Form and Train Teams		Mar. 14 - Gap Analysis Report			
	Conduct Research & Interviews		Reports to Steering			
	Quarterly meetings		Mar. 31 – Annual Report Due			
	Reports to Steering		May 23 – Follow up on actions since gap analysis report			
			Monitor updates from Commission and Dept. of Ed.			
2014	Write Self Evaluation Report	Finalize Report and evidence	Mar. 3 - Campus Forum (provide highlights) (post final draft)		2015	
	Monthly meetings and analysis (co-leads)		Campus Review of Self-Evaluation			Jun.16 - Board of Trustees 1 st read
	Sept. 26 – Draft due		Mar. 23 - Report to Steering			Jul. 21 - Board of Trustees 2 nd read
	Oct.17 – second draft due		Final Editing			
	Oct. 27 – Report to Steering		Mar. 31 – Annual Report Due			
	Nov. 7 – Cross Readings		May 11 – Report to Steering			
	Dec. 5 – Responses to comments from draft readings		May 19 – Report to Board of Trustees			July 27 - Submit Self-Evaluation Document to ACCJC
	Dec. 8 – Report to Steering					
2015	October - External Evaluation by Visiting Team (Site Visit)	ACCJC response (January)	Mar. 31 – Annual Report Due		2016	

Evidence

Intro 1 [Accreditation Community Forums](#)